



# County of Mono

## Position Opening

<b>Filing Deadline:</b>  <b>Open Until Filled</b>	<b>Fiscal &amp; Technical Specialist I/II</b> <b>(Emergency Preparedness)</b> Health Department – Mammoth Lakes	<b>Salary</b>  <b>51: \$2,694 – 3,275</b> <b>55: \$2,974 - 3,615</b>
<p>Mono County is accepting applications for a Fiscal and Technical Specialist I/II position now open in the Public Health Department located in Mammoth Lakes. This recruitment is to fill the vacancy and to create a list for future vacancies in the County. The position is funded 100% with grant dollars. This position continues as long as the funding continues. This position will work in coordination with the Public Health Emergency Preparedness Coordinator.</p> <p><b>Definition:</b> Under supervision, performs a variety of office support for the Public Health Emergency Preparedness Program, data entry and file management, statistical and specialized technical work. The duties and assignments of a FTS I are similar to those of a FTS II with incumbents at the I level performing some assignments in a learning capacity and expected to increase their knowledge, scope of work, and independence as they become more familiar with the policies and procedures of the Department and work unit where assigned.</p> <p><b>Example of Duties (not limited to):</b> Keep a variety of financial, statistical, or other specialized records; maintain a variety of office files and records; operate office equipment, communications equipment, audio visual equipment and personal computer, using word processing, spreadsheets, PowerPoint, Access, GIS and other Microsoft and specialized software. May be required to interact with partners and stakeholders in emergency preparedness activities. Maintains department confidentiality.</p> <p><b>Knowledge and Ability Requirements:</b> Knowledge of: Microsoft applications, radio systems, audio/visual equipment, phone skills, organizational skills, ability to help outside agencies with technical issues, and attention to security and HIPAA details. Ability to: multitask, communicate effectively with personnel from all levels and various agencies both on the phone and in person, organize meetings and conferences, learn new concepts and computer systems, be part of a productive team, create written documentation with proper grammar and spelling, maintain a positive attitude, envision long term planning, attention to detail, creative and a problem solver.</p> <p><b>Typical Working Conditions and Physical Requirements:</b> Work is performed in an office and community environment and there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, fax machines, audio visual equipment, radios, and other electronic devices.</p> <p><b>Minimum Qualifications:</b> Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be: one year of experience equivalent to that of an Office Assistant I performing office, financial, or statistical support work. Applicant must possess a valid driver's license by the date of hire. The ideal candidate will possess a good functional knowledge of Microsoft-based products and be highly organized.</p> <p><b>Selection Process:</b> The selection process may include any of the following: application review, a written test (pass/fail), a performance test, and/or an oral interview (weighted 100%).</p> <p><b>Application Process:</b> For job description and application please contact the County Administrative Office at (760) 932-5412. <b>Please indicate which position for which you are applying.</b> This position is being advertised to the general public as well as "In-County" at this time. <b>Qualified</b> County employees that have attained permanent status will be given hiring preference. Applicants may fax applications to: (760) 932-5411; however the original application must be mailed. <b>All completed County applications</b> received in our office will be considered.</p>		
<p>County of Mono County Administrative Office/Hr P.O. Box 696 – Bridgeport, California 93517 (760) 932-5412, Fax: (760) 932-5411, <a href="http://www.monocounty.ca.gov">www.monocounty.ca.gov</a> <b>EOE/AAE/ADA</b></p>		